

**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

Travel Safety Guidelines

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Travel Safety Guidelines

INTRODUCTION

This document is intended to provide guidance to Particle Physics Division personnel and their supervisors for working safely while away from the laboratory on business. Departments may need to supplement this guidance with more specific information.

As always, a Work Plan/Hazard Analysis is required for all work and may need to be in written form depending on its precise nature. This written hazard analysis may be done in advance of travel if the work is well understood or it may be done upon arrival when the details of the job become clear. Requirements for written Work Plan/Hazard Analysis are found in [PPD Implementation of Integrated Safety Management \(ISM\) and Fermilab ES&H Manual \(FESHM\) Chapter 2060](#).

DEFINITION

Fieldwork - any work where the collection of samples or data, or making observations is carried out at a location not managed by FNAL. It may include diverse activities and involve any number of persons. Fieldwork environments may be unfamiliar in terms of climate, culture, and things we may take for granted (e.g. clean drinking water, reliable communications). Travel to and attendance at events such as meetings, conferences, and training courses is regarded as fieldwork.

RESPONSIBILITIES

Department Head

- Ensure that an appropriate level of supervision and/or training is provided

Supervisor of fieldworker

This person may or may not be a FNAL employee and can be established upon arrival.

- Approve Work Plan/Hazard Analysis and monitor its controls, including ensuring that required Personal Protective Equipment (PPE) is available and properly maintained
- Ensure whereabouts of fieldworker and their contact details are readily available
- Act as point of contact in the event of an emergency
- Ensure any reports of accidents/incidents during fieldwork are processed in accordance with established FNAL procedures

Fieldworker

- Conduct fieldwork in accordance with Work Plan/Hazard Analysis
- Provide line management with persons to be contacted in an emergency
- Immediately report all fieldwork accidents/incidents to supervisor; report to Medical Office upon return if injury occurs

GUIDANCE - Before you depart

NOTE: FRA/Fermilab employees, trustees, consultants and members of Fermilab's Users Executive Committee traveling outside the country on official business are eligible to receive emergency travel assistance through FRA/Fermilab's Business Travel Accident plan. If you have a medical or legal emergency, lost your baggage, passport or money, you can receive assistance from

Chubb, Federal Insurance Company. Contact the Travel Office, WH4SE or Fermilab's Benefits Office, WH15NW, for an informational brochure and ID card.

Health/Medical

- Consult the Fermilab Medical Office if you have a medical condition that could give rise to problems in the field, or if you believe that you are not fit enough to participate in the fieldwork
- If you take regular medication, e.g. for diabetes, epilepsy, allergies, it is advisable to tell the Medical Office in advance of symptoms that may occur if you fail to take that medication
- Ensure that you have sufficient medication, contact lens cleaning solutions, disposable lenses, or the means to obtain further supplies while traveling
- Make sure that your prescription medicines are filled properly and labeled accurately. In some countries certain prescription medicines are forbidden.
- The Medical Office can advise you of any immunizations needed when traveling abroad
- A few days before the trip, avoid alcohol and caffeine to help relieve symptoms of jetlag; hydrate yourself and eat lightly (more information on relieving jetlag symptoms can be found at: <http://www.antijetlagdiet.com/docs/mmarticle.pdf>)

In addition, examine these tips you can use before you leave to help make your travel safe:

- Carry important papers with you, such as your passport, driver's license and credit cards. Make photocopies as a backup.
- NEVER check anything that you cannot afford to lose; place medicine and expensive items in your carry-on luggage
- Bring a small flashlight. You never know when you'll suddenly be 'in the dark' and find yourself in unfamiliar surroundings. At night, keep your flashlight by your bed.
- Bring a basic first aid kit with bandages, iodine, mosquito repellant, sunscreen, alcohol packets, Dramamine, etc.
- Familiarize yourself with train and bus schedules before traveling. Have an alternate plan in place in the event your transportation plans change.
- If traveling to a foreign country, gather information on its political situation, security concerns, and traditions.
- Check with airline for security related information and check the Nationwide Intelligence website for Travel Alert updates (<http://www.nationwideintelligence.com/>)

GUIDANCE - While in transit

Airline travel

Travel on lengthy airline flights can cause deep venous thrombosis (DVT), which occurs when a blood clot forms in a deep vein, usually in the lower limbs. Pulmonary embolism can result if a fragment of the clot breaks loose and migrates to the lungs. This can lead to severe breathing difficulty and even death. The following advice is offered to help minimize your risk of incurring DVT during prolonged travel:

- Exercise your legs at least once an hour. To exercise your lower legs while sitting, pull your toes towards your knees, hold for at least 1 second, then relax, repeating this process 30 times. Follow

that by pressing the balls of your feet down while raising your heels, hold for at least 1 second, then relax, again repeating 30 times. Make sure the involved muscles tighten appreciably.

- Clothing should be loose-fitting, except socks, which should be the kind that provides therapeutic compression.
- Keep your legs uncrossed and as space allows, feet elevated (even slightly on your backpack or carry on bag may help).
- Drink plenty of fluids, preferably water, to avoid dehydration.
- If you have any significant health conditions, consult with your personal physician and/or the Fermilab Medical staff prior to travel.

Additional information about DVT can be found at this website:
http://hcd2.bupa.co.uk/fact_sheets/mosby_factsheets/Deep_Vein_Thrombosis.html

Automobile rental

Rental vehicles used in conjunction with official business travel require prior approval on the travel voucher. Please note that rental cars will not be approved for conference attendance when the traveler stays at the conference hotel.

The Laboratory self-insures rather than purchases optional collision, liability, or medical coverage available on rental vehicles in the United States, Canada, and most European countries. Employees who take these options do so at their own expense. GSA auto rental rates that include additional liability coverage and collision damage waiver at no extra expense should be used when available to the traveler.

The traveler is to accept the car insurance provided by the rental agency while traveling in South America, Asia, Africa, and the Middle East.

GUIDANCE - When you arrive

Upon arrival at a destination, examine these things you can do to help make your travel safe:

- Never leave your luggage unattended or list your home address on luggage tags
- If detained by an official for any reason, ask for identification. If in doubt, ask to speak with their superior.
- Do not discuss travel plans, your room number or any other personal information in public
- Discreetly show important documents to officials upon request only
- Do not handle large amounts of cash in public; exchange funds with reputable and recognized exchangers only
- Do not wear anything in public that projects affluence (e.g., gold chains, expensive watches and rings)
- If your cell phone does not work at your destination, consider renting one that does for the duration of your trip; put local police number on speed-dial

GUIDANCE - During your stay

Motor Vehicle Safety

Promotion of occupational road safety is an important element of travel safety. Unlike other work environments, the roadway is an open setting where external forces affect the safety of the occupational driver, and the presence of the worker can, in turn, influence the safety of the public:

- Be able to present proof of license and insurance, as required
- Never exceed the posted speed limits
- Always use a seat belt
- Keep valuable belongings in the trunk; keep items such as maps and guidebooks out of sight
- Back into your parking spaces to facilitate a quick exit; park only in well lit and traveled areas

In addition, examine these things you can do to help make other aspects of your travel safe:

- Avoid situations involving lone or isolated environments; make arrangements to summon assistance when needed
- Stay in a hotel that uses cards (instead of keys) to open room doors and secure the door while inside
- Stay in a room near a stairwell; always stay in a hotel where the doors enter the hallway and not directly from the outside; never take the elevator if fire or smoke is detected
- Do not use unmarked taxi cabs; sit behind the driver so you can see them
- Consider purchasing portable alarms that emit a loud sound

More information about PPD and Fermilab travel policies and procedures can be found at these websites:

http://www-ppd.fnal.gov/DivOffice/Operating_Manual/PPD_ADMIN_007%20Travel.pdf

<http://wdrs.fnal.gov/policies/travel.html>

<http://bss.fnal/travel/index.html>

Revision History

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